



Town of Webster

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E-Mail Policy Adoption Date: July 24, 2017

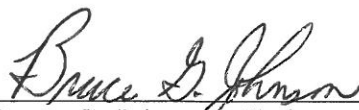
Town of Webster employees and Select Board members use Town e-mail addresses.

E-mail contacts between Select Board members must be in accordance to RSA 91-A. Acceptable contacts include: scheduling of meetings or hearings, list of meeting agenda items, general procedure requirements, drafts of motions or other potential Select Board actions and research. **Contacts that are not acceptable include: responses, discussions, or exchanges.**

E-mail contacts between individual Select Board members and employees are acceptable, as well as e-mail contacts between individual Select Board members and others, and employees and others. Any person submitting e-mail comments or questions to Town officials or employees should not expect that the communication will properly transfer nor will remain private and confidential. E-mails may well become subject to public disclosure under State and Federal law.

Comments on public hearing or meeting items that are submitted by e-mail will not automatically become a part of the official record or such proceedings, unless required by law. Persons wishing to comment on public hearing or meeting items should attend the public hearing and express themselves in person.

Webster Select Board:


Bruce G. Johnson, Chair


Michael P. Borek


Nanci A. Schofield